Personal Skills™

For IBM PC/XT/AT and Compatibles
Apple IIe and IIc
Commodore 64/128

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Personal Skills

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Service Policy

Replacement Policy

If the disk or disks should fail within 90 days of purchase, please return the original disk with proof of purchase for FREE replacement. After 90 days from date of purchase, include $9.50 for replacement, shipping and handling.

You can obtain a replacement disk of the program by returning the defective copy, with your proof of purchase to Expert Software, Attention: Customer Service, P.O. Box. 1911, Murray Hill, New York, NY 10156.

Product Support

All of Expert Software's products are thoroughly tested and come with a comprehensive User Guide. However, if you have a problem using the product, we recommend you doing the following:

1. Review the User Guide - it answers most questions and problems. Also, check your computer system to make certain the program works with the operation system, interfaces, peripherals, and overall configuration.

2. If you still have a problem, contact Expert Software at the address above (be sure to include your telephone number for a faster response). Describe the problem as detailed as possible including error messages, and the sequence of steps leading up to the problem. Also, describe your hardware - including manufacturer, type and number of drives, printer, expansion boards, etc.

1. Introduction

Personal Skills is a program that can help you improve skills using the computer as a guide and tutor. This disk contains four programs: Speed Reader, Typing Tutor, Decision Maker and Memory Builder. The programs are easy to use by following the prompts on screen as you go.

2. Getting Started

Insert the disk into the drive with the label facing up and the oval facing towards the drive's door. Do not touch the part of the disk that is exposed by the oval as this could damage information stored on disk.

2.1 Commodore 64/128

This is a 64K, 40 column program so it operates both on the Commodore 64 and the Commodore 126 in 64K mode.

To put your Commodore 128 into 64K mode, hold down the Commodore logo key (bottom, left) when you turn the computer on. If you are in the 128K mode, you can type '***GO64***' and the computer will enter the 64K mode.

The computer is ready when you have a blue screen that says: "64K RAM System. 38911 Basic Bytes Free." Type '***LOAD"*",8,1***' and press the RETURN-key.

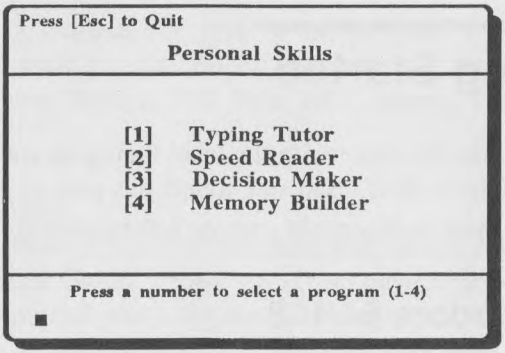
2.2 Apple IIe and //c

Insert the disk with the computer's power turned off. Turn on the power and the disk will load automatically. If you wish to load it while the computer is on, just insert the Personal Skills disk into the disk drive and press the CONTROL, the open Apple, and the RESET key simultaneously.

2.3 IBM PC/XT/AT and Compatibles

Load DOS. Insert the disk into Drive A. Type '***Expert***' at the A> prompt and press the ENTER-key. (If you don't have the A> prompt, type 'a:' and hit the ENTER-key.)

The program is loaded when the main menu appears. Select any program by typing the number next to it.

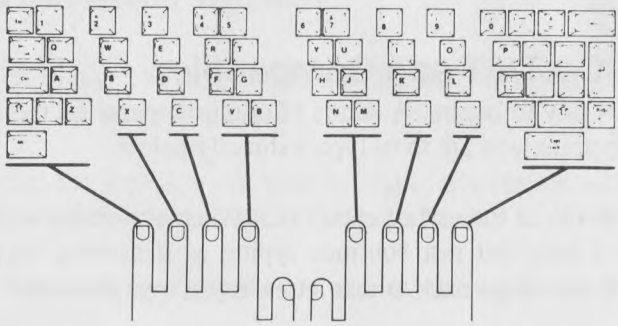


3.0 Typing Tutor

The purpose of the Typing Tutor is to help you learn how to touch-type, that is, the art of typing without watching your fingers on the keyboard.

The first step is to seat yourself comfortably in front of your keyboard. Sit up straight and keep your feet flat on the floor. Try to keep your wrists up while you type; it may seem awkward at first but you will be more comfortable in the long run.
The secret to touch-typing is knowing which finger to use to hit each key. It may help to think of the keyboard as arranged in columns as well as rows. Each finger is "responsible" for the keys in its column.

Once you have studied the finger placement chart below, you are ready to start the Typing Tutor drills.



3.1 Commodore 64/128 and Apple //e and //c

You will be prompted to choose a level of difficulty between 0 and 9, 0 being for beginners and 9 for the more advanced typists.

The words or letters appear below a picture of the keyboard. As you type the cursor will flash to the position of the next key to strike. The letters you type appear below.

If you make a mistake, an X appears where the correct letter should be. Simply type the correct letter and the X will go away and be replaced, but you won't be able to continue until the correct letter is typed.

(Note: if you know you are typing the right letters but the Typing Tutor will not allow you to continue, check the 'Caps Lock' key. If it is down, the program will not accept what you type; it is expecting lower case letters. You don't need to hit the RETURN-key at the end of each line.)

When you type the last word of the line, the program will automatically jump to the next line. You don't even need to type the space at the end of the word; if you do, it will be registered as an error.

The typing drills will continue until you decide to stop. You can stop at any time to check your progress. (With the Commodore version, hit '***F1***' to stop. With the Apple //c or //e, hit '***ESC***'.) The program automatically calculates your error percentage and your words per

minute. At this point, you can decide to exit the typing program or start another typing drill.

3.2 IBM PC/XT/AT and Compatibles

Hit the ENTER-key to begin. A series of quotes appears on the screen. As each line appears, you are to re-type it directly below.

Hit the ENTER-key at the end of each line. When you make a mistake, you will hear a beep but just continue typing as if nothing happened. You will not be able to go back to that letter so just type the next.

The number of keystrokes (that is, how many keys have been hit) and mistakes, your accuracy percentage and your words per minute are constantly displayed at the bottom of the screen. In order to pause and check your progress, hit ***'F1'***. Hit the same key again to restart the drill. To stop the typing drill, hit ***'ESC'***.

4. Speed Reader

Starting with a single letter or number, this program tests your ability to remember an increasing amount of text that is flashed on screen.

After the group of letters or numbers are flashed on screen, you are prompted to enter what you saw. You must enter it exactly as it appeared in order for it to be judged correct.

That is, if what appears on the screen is all in capital letters, for example, you must enter only capital letters. If you are correct, the program will prompt you to press a key to flash the next set, and so on. If you make a mistake, you will be given a choice between playing again or returning to the main menu.

5. Decision Maker

Decision Maker can help you make decisions involving many variables and clarify the reasoning behind any decision.

First enter the decision you wish to make: whether or not to take a new job, choosing a vacation spot, or buying a home.

Then enter up to ten criteria for making the decision. End the list by entering *'*'*

You are asked to compare each alternative separately so the program can assign a "weight" to each criterion. When complete, the program arranges the criteria in order of importance.

Suppose, for example, you want help deciding which college to attend. The machine will ask you to enter the decision to be made. Type in "which college to attend" 'RETURN'. The next prompt will ask you to enter the factors involved in making that decision. After you type each one, hit 'RETURN'. Your list of criteria might look like this:

location
price
size
prestige
academic quality
campus social life
* [End of list]

The next step in the program is to weigh the criteria in pairs in order to rank them. You will be prompted to choose between two criteria at a time.

1 location
0 price

Enter *'0'* if you feel price is a more important factor in deciding which college to attend than location is. The program will proceed through the list in this fashion and then display a list of the criteria and their respective weights. You would end up with results something like this, reflecting your own values and priorities:

34% academic quality
27% price
20% location
13% size
6% campus social life
0% prestige

6. Memory Builder

Behind each star on a grid there's a hidden number. You need to find the matching numbers.

Choose from four levels of difficulty. Level 1 creates a small 2 by 2 grid while Level 4 creates an 8 by 8 grid.

Enter a row and column number (i.e. 3,5) to display the number behind the star on the grid. Then enter another row/column number to display another one. If these numbers match, the number will remain on screen and you can continue looking for matches. If they don't, both will turn back to stars. The object is to match all numbers in the fewest tries.

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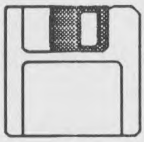

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